

**DUTY STATEMENT**

DS 3022 (3/2015)

**FEDERAL PROGRAMS DIVISION  
ELECTRONIC VISIT VERIFICATION****DUTY STATEMENT****JOB TITLE:** Associate Governmental Program Analyst**POSITION #:** 472-577-5393-301

**POSITION DESCRIPTION:** The Associate Governmental Program Analyst (AGPA) is responsible for fulfilling a variety of analytical assignments and providing technical support relative to the implementation of the electronic visit verification (EVV) requirements under the federal 21st Century CURES Act. The AGPA may act as lead on a variety of projects involving interagency activities and stakeholder groups.

**SUPERVISION EXERCISED:** N/A

**SUPERVISION RECEIVED:** Reports to and is under the direction of a CPS IV in the Federal Programs Division.

**EXAMPLES OF DUTIES:**Essential Job Functions:

- 35% Independently research regulations, policies and procedures for EVV implementation in compliance with federal and state law. Draft policies, procedures and regulations necessary to implement EVV. Assist with coordinating and hosting stakeholder meetings and webinars.
- 30% Utilize programmatic resources, including guidance documents, directives, statute, regulations and internal resources in combination with critical thinking to provide technical assistance and consultation, both verbally and in writing, to complex inquiries from consumers/families, the public, regional centers and providers, state and federal agencies, legislative staff, and other stakeholders on EVV. Drafting EVV regulation interpretations and issue papers.
- 25% Use spreadsheet software to create, compile, compute, organize and present data for use in reports and other tracking activities. Provide status and progress reports of current work assignments to management, staff, and internal and external stakeholders. Keep management apprised of issues that may be problematic and recommend potential solutions.

Marginal Job Functions:

- 5% Prepare for and attend team and EVV contractor meetings and branch meetings as scheduled.
- 5% Maintain and update website pages and monitor program email inbox.

**WORKING CONDITIONS:** Work is performed in an open-spaced partitioned office environment. Job requires sitting for extended periods of time while using a personal computer or reviewing documents and working papers. There may be approximately 5% statewide travel required and may be overnight.

**DESIRABLE QUALIFICATIONS:**

Knowledge of: The Lanterman Act and the California developmental disabilities services system including applicable state and federal laws, policies, and regulations; federally funded programs; and state and federal budgeting policies and procedures.

Ability to: Develop cooperative and constructive working relationships with other agencies, regional centers, service providers, consumers, families and other stakeholders; analyze and review state laws, regulations, and policies; reason logically and creatively; analyze data and present ideas and information effectively; review and edit written reports; analyze situations accurately and take effective, appropriate action; communicate effectively both verbally and in writing; work in a fast-paced environment and to organize/prioritize workload to meet demands.

Prospective candidates have experience in a variety of analytical tasks, coordinating activities, providing technical assistance, and using effective research skills. Strong written and verbal communication skills are essential to the successful performance and completion of job duties. Proficiency in Microsoft Word, Excel, PowerPoint and Outlook required.

**CERTIFICATION OR LICENSE:** None.

\_\_\_\_\_  
Employee Name  
(Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name  
(Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.